

Alaska U.S. Fish & Wildlife Service

2012 Student Employment Program

Intern Request Form

Please Complete all information listed in BLUE

Kenai National Wildlife Refuge

FWS Office

PO Box 2139

Soldotna

AK

99669

Address

City

State

Zip

Janet Schmidt

(907)-262-7021

Janet_Schmidt@fws.gov

FWS Project Leader

Phone

Email

Leah Eskelin

Park Ranger-Visitor Services

(907)-262-7021

Leah_Eskelin@fws.gov

Intern Supervisor (if different)

Title

Phone

Email

May 15, 2012

Soldotna, Alaska

Start Date for internship

Location of Internship

Housing/Travel

YES

Does the internship location require the intern to have his own vehicle to get to work?

NONE

What kind of public transportation is available in the area?

NO

Will you or another FWS staff be able to pick up the intern at the airport if needed?

ENA-Kenai

Nearest airport to the internship location

No

Will your office be able to provide housing for your intern?

Housing Description:

None available for this position

Required Training

Check all the apply to this position

★	IT Security Training, QuickTime, General USFWS Overview
★	Bear Safety
	Firearms
	Boat Safety and Operation
	Aircraft Safety(required for travel in government float planes
★	CPR and wilderness first aid
	ATV Training
★	Site/Job Specific (please describe): Training in fee collection and campground patrol responsibilities, visitor center staffing and customer service are provided.

Intern Position Description

Park Ranger- Visitor Service/Fee Collection

GS 025-03/04

Position Title

GS or WG and what level?

DUTIES

Please note the duties the intern will be performing

As a **Park Ranger- Visitor Services/Fee Collection** you will:

- 1) Provide information to Refuge visitors regarding outdoor recreation opportunities, visitor safety, and resource protection. Information services include helping the public in the Refuge Visitor Center, Visitor Contact Station and one-on-one contacts in campgrounds and on hiking trails.
- 2) Handle fee collections and record keeping for two campgrounds.
- 3) Perform field patrols by vehicle and on foot to assess conditions of campgrounds and trails to assist visitors. Maintains patrol logs and field notes regarding visitor comments, campground conditions, trail conditions, maintenance needs and wildlife sightings.
- 4) Handle housekeeping and maintenance duties for facilities, restrooms, grounds, and signs and assist maintenance staff in more complex maintenance projects.
- 5) Assist campground hosts in campground operations, housekeeping, and special projects.

EDUCATION LEVEL, SKILL, INTERESTS

Please note specific skills, competencies, interests, classes selected, or other qualifications that would be useful for an intern to have in order to make a significant contribution on this project.

This position requires an ability to **work both independently and as part of a team**. A successful Park Ranger-Visitor Service/Fee Collection will be **friendly and courteous**, in a variety of office and field conditions. STEP interns will staff information desks both at our busy headquarters visitor center and at a remote contact station as well as complete a vehicle patrol independently while staying on schedule. **Experience handling money** and doing **simple record keeping** is required. Interns will be required to possess skill and **experience operating motor vehicles and hand tools**. Competency using computers is also a plus.

WORK CONDITIONS, CLOTHING GEAR

Describe the work conditions (hours, dress code, environment/setting) and appropriate clothing/gear that the prospective intern should be aware of

The intern will be expected to work 40 hours per week. The position requires wearing a uniform and the intern will be expected to keep their uniform in good working condition, maintain a clean personal appearance at all times while on duty and quickly replace uniform components that are damaged in the field.

Field patrols will include tasks that are dirty and must be completed in a variety of weather conditions. The temperature in Alaska from May to August ranges from 35 – 70 degrees (F) and weather can change dramatically within a day. Thus, the ability to add and remove clothes based on weather conditions is important. Safety gear will be provided as necessary, and training will be provided before the intern is assigned to each task.

Information desk staffing will include sitting and/or standing at a counter-height desk and providing Refuge information to visitors for a minimum of 7 hours a day. There will be periods of intense activity when the intern will be asked to support other Refuge staff with answering phones and radio while responding to the needs and questions of visitors.

A uniform allowance will be provided for the intern to purchase the needed components and a variety of uniform pieces are also available in a shared uniform closet.